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NASA Policy Directive

COMPLIANCE IS MANDATORY

NPD 6000.1C

Effective Date: October 08,
2009

Expiration Date: October 08,
2014

[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

Subject: Transportation Management

Responsible Office: Logistics Management Division

Also see

[Use of Hand-held Wireless Phones, NM 6700-5.](#)

NASA Policy for 15-Passenger Van Use, NM 6000-17.

1. POLICY

- a. NASA will only acquire transportation services and equipment as are required and deemed essential for the accomplishment of its institutional and program responsibilities. All such services and equipment will be used for official purposes only.
- b. Transportation services and equipment will be obtained from U.S. industry sources unless they are considered noncompetitive, are not available in sufficient quantities, or within required timeframes to meet Agency requirements.
- c. Passenger travel services acquired will meet the traveler's requirements at the lowest overall cost to the Agency.
- d. Frequent traveler benefits awarded as a result of official travel can be retained by the traveler. The traveler may also use frequent traveler benefits to obtain free coach tickets for future official travel or upgrades to business class seating when on official travel.
- e. Carriers selected for Agency shipments must possess the appropriate authority license or permit to provide the services offered and show positive proof of insurance coverage commensurate with the risks and probable liabilities attendant to the shipment.
- f. Transportation services acquired by NASA from carriers will only be acquired under the authority of the duly-appointed Transportation Officer. Written justification for unique requirements of any charter aircraft to support the movement of personnel and/or freight must be made by the requesting organization to the Transportation Officer.
- g. All NASA-owned transportation equipment will be acquired operated, maintained, and

disposed of in accordance with applicable Federal and State regulations and industry standards.

h. Government motor vehicles will not be assigned for the exclusive use of any one official unless such assignment is required by the nature of the individual's responsibilities or by the frequency, urgency, and extent of daily usage. The use of Government motor vehicles for the transportation of employees between their residences and places of work is not authorized except for incumbents assigned as NASA Representatives to Moscow, Russia. This restriction does not apply to individuals on valid temporary duty orders or to Office of Inspector General (OIG) personnel performing criminal law enforcement functions pursuant to statutory authority.

i. Any NASA employee receiving a court-issued subpoena directed to, or complaint against, or request for information or testimony from NASA or any named NASA employee (current or former) in any legal proceeding related to transportation management at NASA should promptly (and prior to acting on the request) forward the request to the NASA legal counsel.

j. NASA will work to achieve the mandates of the Energy Policy Act of 1992 and 2005 and Executive Order 13423 Strengthening Federal Environmental energy, and Transportation Management as it relates to transportation management.

2. APPLICABILITY

This policy is applicable to NASA Headquarters and NASA Centers, including Component Facilities.

3. AUTHORITY

- a. NPD 1050.1H, Authority to Enter Space Act Agreements.
- b. 31 U.S.C. Sections 1344, 3322, 3324, Money and Finance.
- c. 4 CFR Part 75, Certificates and approvals of basic vouchers and invoices.
- d. 41 CFR Subtitle C, Chapter 101 - Federal Property Management Regulations. Management.
- e. 41 CFR Subtitle F - Federal Travel Regulation System.
- f. 49 CFR Subtitle B, Chapter 1 - Research and Special Programs Administration.

4. REFERENCE

- a. 40 U.S.C. Chapter 10 (Sections 471, et seq.), Chapter 14 (Sections 701, et seq.) and Chapter 22 (Sections 901, et seq.) - The Federal Property and Administrative Services Act of 1949, as amended.
- b. 46 U.S.C. 1241 - Transportation in American vessels of Government personnel and certain cargoes.
- c. 49 U.S.C. Sections 40101, et seq. - The International Air Transportation Fair Competitive Practice Act of 1974, as amended. (Fly America Act).
- d. 46 CFR Chapter 1 - U.S. Coast Guard (e.g., Part 151).

- e. 19 CFR Chapter 1 - U.S. Customs Service (e.g., Section 141.102).
- f. 10 CFR Part 71 (Packaging and Transportation of Radioactive Material).
- g. NASA Financial Management Manual (FMM), (Travel Regulations)
- h. Air Force Interservice Manual 24-204, 11, December 2001 (Preparing Hazardous Materials for Military Air Shipment).
- i. OMB Bulletin No. 93-11, Fiscal Responsibility and Reducing Perquisites, April 19, 1993.
- j. NPR 2190.1 NASA Export Control Program.
- k. NPR 6000.1G, "Requirements for Packaging, Handling, and Transportation for Aeronautical and Space System Equipment and Associated Components."
- l. NPR 6200.1C, NASA Transportation and General Traffic Management.
- m. NPD 7900.4B NASA Aircraft Operation Management.
- n. NPR 7900.3B, Aircraft Operations Management.
- o. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management.
- p. Energy Policy Act (EPact) of 1992 and 2005.

5. RESPONSIBILITY

- a. The Assistant Administrator for Infrastructure and Administration Management is responsible for establishing and disseminating policy and leadership strategies; advising the Administrator, Senior Managers, and Center Directors of potential efficiencies to be gained through Agency-wide standardization and consolidation; coordinating the implementation of approved initiatives; and assessing performance against established standards.
- b. The Director for Headquarters Operations, and Center Directors, are responsible for implementation planning. Specifically, but not exclusively, they will --
 - 1) Appoint a Center Transportation Officer, and where the Center Transportation Officer is not responsible for Motor Vehicle Operations, a Vehicle Fleet Operations Officer will be appointed; and
 - 2) Establish processes and procedures to monitor and control the use of Transportation vehicle and travel resources and assets by the appointed Officer for each respective area.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENTS

- a. The following measurements will be maintained by each Center:

- 1) Premium Airline Ticket Purchases - A measure of the domestic and international official business and first class travel sales.
- 2) Senior Federal Travel Report - Tracking of travel by Senior Executive, Dependents, and Non-Federal Employees.

8. CANCELLATION

NPD 6000.1B Transportation Management, dated June 29, 2008.

**/s/Charles F. Bolden, Jr.
Administrator**

ATTACHMENT A: (TEXT)

(URL for Graphic)

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